

# Long Term TDY Middle Settlement

**Introduction** This guide provides the procedures for entering a Long Term TDY Middle Settlement in TPAX.

A Long Term (LT) TDY Middle Settlement is used for submitting a second and all succeeding claims, until an End settlement when the LT TDY has ended.

**Before you Begin** After completing a settlement, you will be required to attach a scanned document file containing an image of the Original Authorization and all required receipts. It is recommended **BEFORE YOU BEGIN** the settlement, to complete the required scan file to attach to the claim before forwarding to the AO for approval.

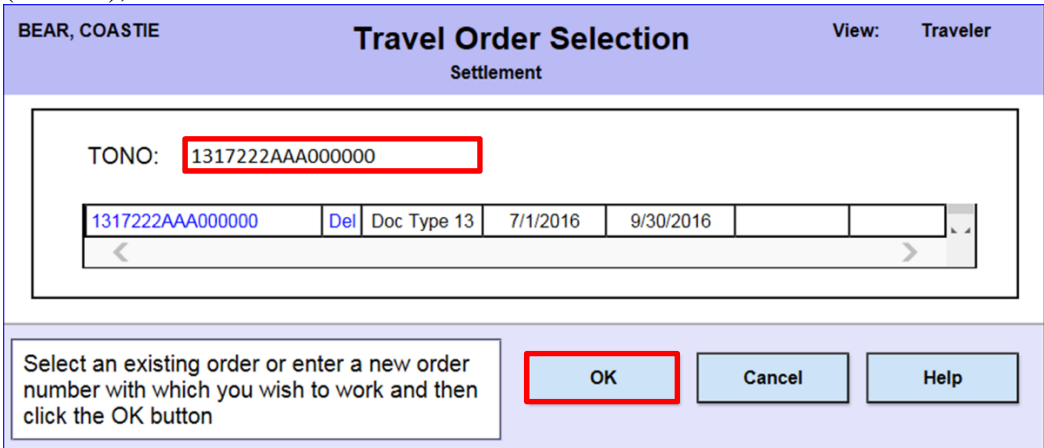
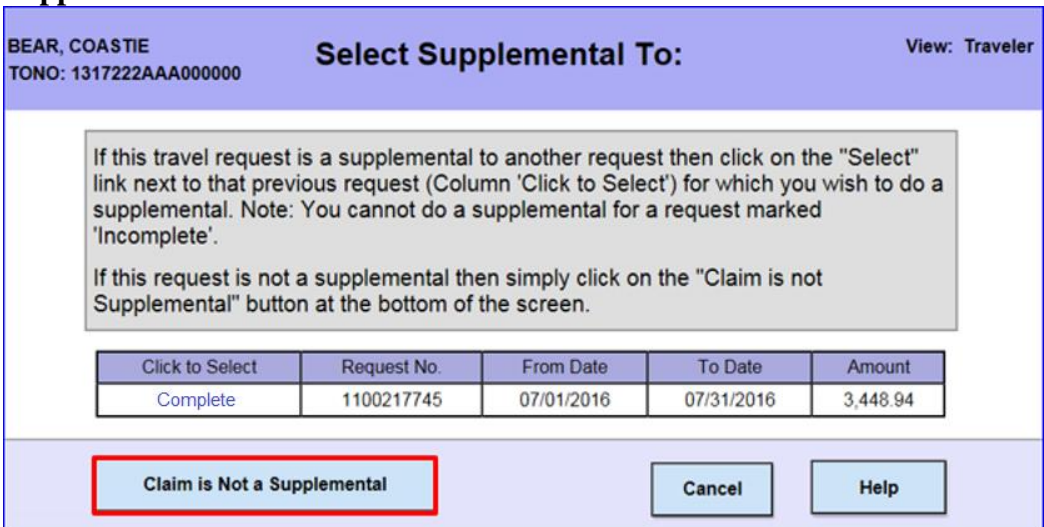
## Procedures

Step	Action																												
1	Log into TPAX.																												
2	<p>The TPAX Inbox will display. The LT TDY Begin Settlement for period 7/1/16 to 7/31/16 is listed with a Completed Status.</p> <div><div>BEAR, COASTIE</div><div>T-PAX Inbox</div><div>View: Traveler</div><div>[Reservations] [Regulations] [Currency]</div><div>Profile and History » Create New » Tools » Help » Logout</div><table><tr><th></th><th>TONO</th><th>Type of Request</th><th>Start Date</th><th>End Date</th><th>Category</th><th>Created By</th><th>Auth. Official</th><th>Status</th><th>Status Date</th><th>Origin</th><th>Arrive At</th><th>Request ID</th><th>Amount</th></tr><tr><td><input type="checkbox"/></td><td>1317222AAA000000</td><td>Settlement</td><td>7/1/2016</td><td>7/31/2016</td><td>Doc Type 13</td><td>BEAR, COASTIE T.</td><td></td><td>Completed</td><td>8/3/2016</td><td>Traveler</td><td>66683 Topeka, KS</td><td>1100217745</td><td>\$3,448.94</td></tr></table></div>		TONO	Type of Request	Start Date	End Date	Category	Created By	Auth. Official	Status	Status Date	Origin	Arrive At	Request ID	Amount	<input type="checkbox"/>	1317222AAA000000	Settlement	7/1/2016	7/31/2016	Doc Type 13	BEAR, COASTIE T.		Completed	8/3/2016	Traveler	66683 Topeka, KS	1100217745	\$3,448.94
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3	<p>Click the <b>View</b> drop-down and select if the settlement is being entered by the Traveler or by Proxy.</p> <p>Then click the <b>Create New</b> drop-down and select <b>Settlement Request</b>.</p> <div><div>BEAR, COASTIE</div><div>T-PAX Inbox</div><div>View: <div>Traveler Traveler Proxy</div></div><div>[Reservations] [Regulations] [Currency]</div><div>Profile and History » <div>Create New » Authorization Request Settlement Request Advance Request</div> Tools » Help » Logout</div><table><tr><th></th><th></th><th>nd Date</th><th>Category</th><th>Created By</th><th>Auth. Official</th><th>Status</th><th>Status Date</th><th>Origin</th><th>Arrive At</th><th>Request ID</th><th>Amount</th></tr></table></div>			nd Date	Category	Created By	Auth. Official	Status	Status Date	Origin	Arrive At	Request ID	Amount																
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## Long Term TDY Middle Settlement, Continued

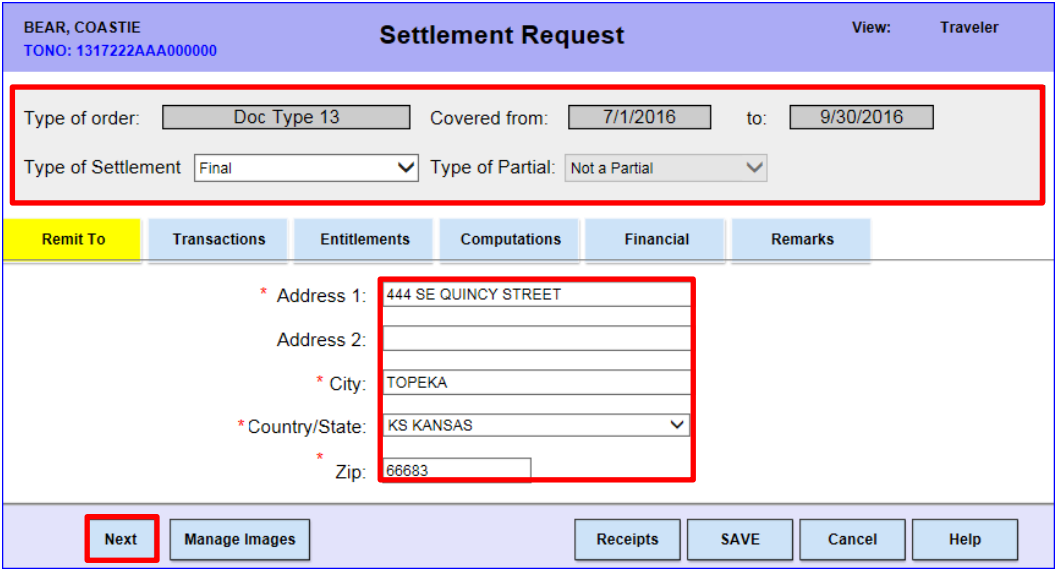
### Procedures, continued

Step	Action
4	<p>The Travel Order Selection will display. Enter the Travel Order Number (TONO), or select the TONO from the list. Then click the <b>OK</b> button.</p> 
5	<p>The <b>Select Supplemental To</b> page will display, and may list the LT-TDY Beginning settlement as Incomplete. (This only occurs when a settlement is not complete and released for payment to the Finance Center.) If you need to edit the settlement for any reason you would be creating a Supplemental to that claim.</p> <p>To enter a LT-TDY Middle settlement, you will be creating a NEW settlement and <b>NOT</b> a Supplemental to the Beginning claim. Click the <b>Claim is Not a Supplemental</b> button.</p> 

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## Long Term TDY Middle Settlement, Continued

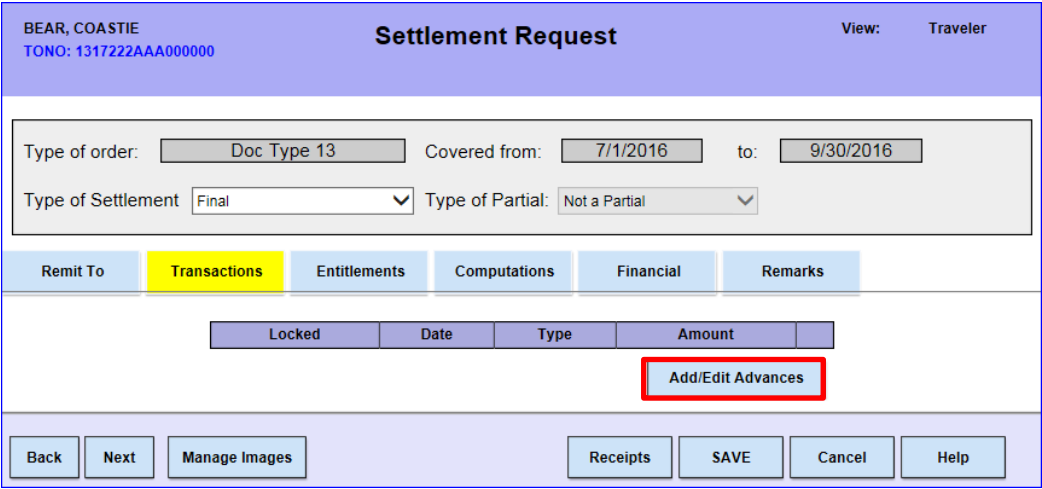
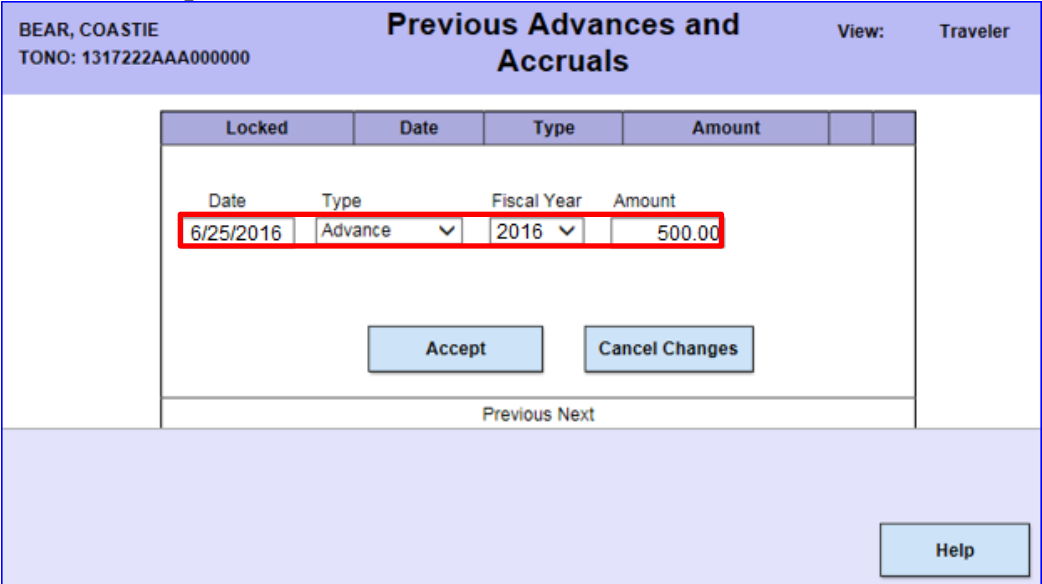
### Procedures, continued

Step	Action
6	<p>The Remit To tab on the Settlement Request page will display. The top section identifies the <b>Type of Order</b> and the inclusive dates of the TDY. The <b>Type of Settlement</b> identifies this as a Final settlement submission even though you may be submitting multiple settlements for these orders.</p> <p>The Address defaults to your home address. If the address is incorrect, you may overwrite the correct address. It is suggested that after completing this settlement, you return to your Profile section and edit the address. When finished, click the <b>Next</b> button.</p> 

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## Long Term TDY Middle Settlement, Continued

Procedures,  
continued

Step	Action
7	<p>The Transactions tab will display. If you had previously received any advance payment on these orders it should be displayed. If you had received an advance and it is not recorded, you must enter the information. Click the <b>Add/Edit Advances</b> button.</p> 
8	<p>Enter the <b>Date</b>, <b>Type</b>, <b>Fiscal Year</b> and <b>Amount</b> of the advance. When finished, click the <b>Accept</b> button.</p> 

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## Long Term TDY Middle Settlement, Continued

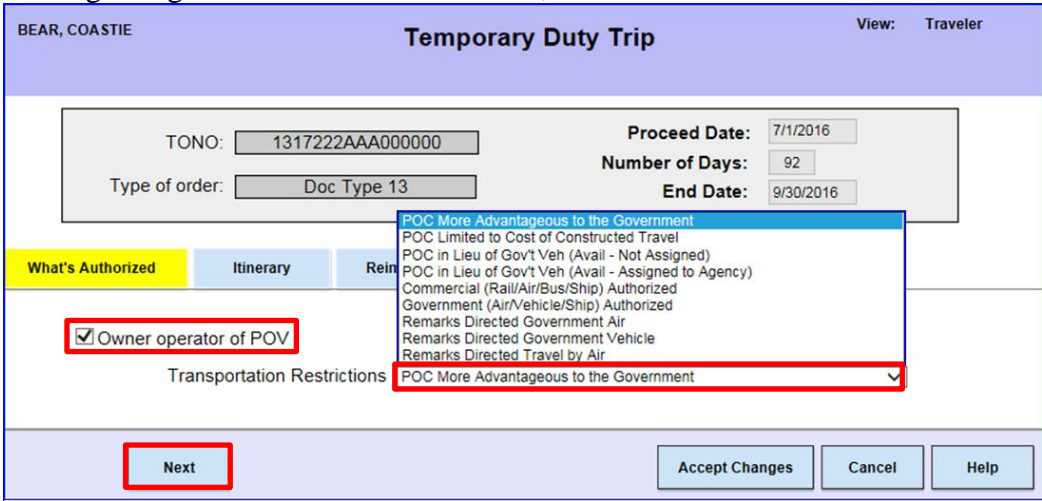
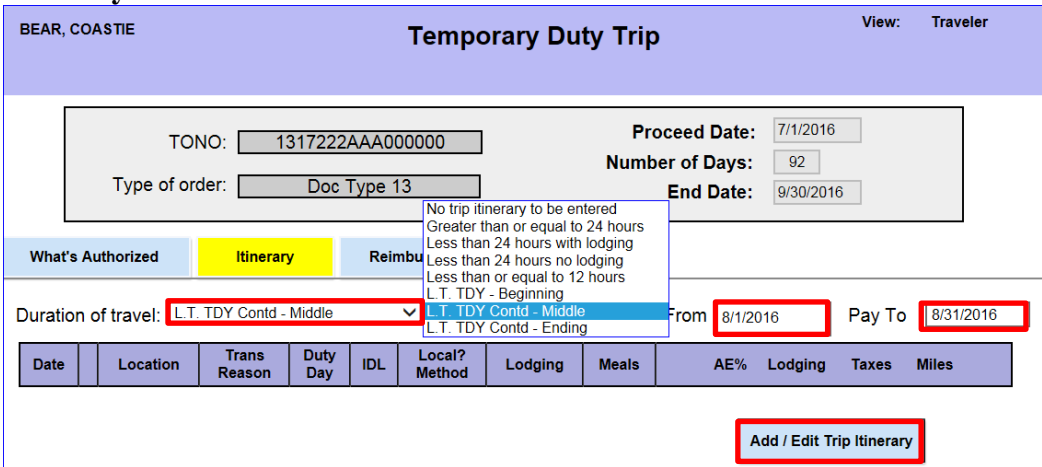
Procedures,  
continued

Step	Action
9	<p>You will return to the Transactions tab. Click the <b>Next</b> button.</p> <div><div>BEAR, COASTIE TONO: 1317222AAA000000</div><div>Settlement Request</div><div>View: Traveler</div></div> <div><div>Type of order: Doc Type 13 Covered from: 7/1/2016 to: 9/30/2016</div><div>Type of Settlement Final Type of Partial: Not a Partial</div></div> <div><div>Remit To Transactions Entitlements Computations Financial Remarks</div><div>Locked Date Type Amount</div><div>Add/Edit Advances</div></div> <div><div>Back Next Manage Images</div><div>Receipts SAVE Cancel Help</div></div>

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## Long Term TDY Middle Settlement, Continued

### Procedures, continued

Step	Action
11	<p>The What's Authorized tab will display. The <b>Owner Operator of POV</b> box will auto check to ensure reimbursement for any Local Travel on these orders.</p> <p>Click the <b>Transportation Restrictions</b> drop-down and select the same option as the Beginning Settlement. When finished, click the <b>Next</b> button.</p> 
12	<p>The Itinerary tab will display. Click the <b>Duration of Travel</b> drop-down and select <b>L.T. TDY Contd-Middle</b> option. Use this option for this and all remaining settlements, with the exception of the Ending settlement upon completion of these orders. In the <b>Pay From and Pay To</b> field, enter the inclusive dates for this Middle settlement. In this example the settlement will be for the period 8/1/2016 thru 8/31/2016. When finished, click the <b>Add/Edit Trip Itinerary</b> button.</p> 

*Continued on next page*

## Long Term TDY Middle Settlement, Continued

Procedures,  
continued

Step	Action						
13	<p>The Itinerary page will display. The <b>Departure Date</b> will always be the <b>FIRST</b> date of travel under these orders. In this example travel originally began 7/1/16. The <b>Duty Day</b> field defaults to the correct option. <b>Do NOT edit this field anywhere in the Itinerary section.</b> Next, click the link in the <b>Departure Location.</b></p> <div data-bbox="346 667 1396 1149"> </div> <p>Using the chart below, enter the information where the travel is to begin. This will be the TDY site. When finished, click the <b>Accept</b> button.</p> <div data-bbox="346 1247 1013 1541"> </div> <table border="1"> <tr> <td>Country State</td><td>Enter the two letter abbreviation for the country/state or click the drop-down and chose an option.</td></tr> <tr> <td>Zip Code/City</td><td>Enter the city name or zip code, then hit the tab key. The information will auto populate. If the auto populated information is NOT accurate, click the <b>Zip Code/City</b> drop down and choose an option.</td></tr> <tr> <td>Country/Locality</td><td>Will auto populate based on the data entered in the previous fields.</td></tr> </table>	Country State	Enter the two letter abbreviation for the country/state or click the drop-down and chose an option.	Zip Code/City	Enter the city name or zip code, then hit the tab key. The information will auto populate. If the auto populated information is NOT accurate, click the <b>Zip Code/City</b> drop down and choose an option.	Country/Locality	Will auto populate based on the data entered in the previous fields.
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# Long Term TDY Middle Settlement, Continued

Procedures,  
continued

Step	Action																														
14	<p>The <b>Method of Transportation</b> will default “blank”. You cannot edit from the original method used. The <b>Arrival Date</b> is the beginning date for this Middle settlement. In this example we are completing a Middle settlement beginning 8/1/16. Click the link in the <b>Continue Location</b> field.</p> <div><div>BEAR, COASTIE TONO: 1317222AAA000000</div><div>Itinerary</div><div>View: Traveler</div><table><tr><th>Date</th><th>Location</th><th>Trans Reason</th><th>Duty Day</th><th>IDL</th><th>Local? Method</th><th>Lodging</th><th>Meals</th><th>AE%</th><th>Lodging</th><th>Taxes</th><th>Miles</th></tr><tr><td colspan="12"><div><div><div>Original Date 07/01/2016</div><div>Original Location (click to edit) 66683 Topeka, KS, Shawnee</div><div>Method of Transportation: [Blank]</div><div><input checked="" type="checkbox"/> Duty Day</div></div><div><div>Arrival Date: 08/01/2016</div><div>Continue Location (click to edit) Click to enter arrival location</div><div>Reason for Stop: TD - Temporary Duty</div><div><input checked="" type="checkbox"/> Duty Day</div></div><div><div><input type="checkbox"/> Is Local</div><div>Method of Reimbursement: LDP - Lodging Plus</div><div>Lodging Type: CQ - Comm'l Qtrs Incidental Expense Full</div><div>Meals Type: CM - Commercial Meals</div></div><div><div>Daily Ldg Cost 0</div><div>Lodging Tax: 0</div><div>Miles: 0</div></div></div><div>Accept LegCancel Changes</div></td></tr></table></div> <p>Using the chart below, enter the Continue Location information. This will be the TDY site. When finished, click the <b>Accept</b> button.</p> <div><div>Arrive Location for this leg of travel</div><div><div>Country / State: ocoous conus KS KANSAS</div><div>Zip Code / City: 66683 Topeka, Shawnee</div><div>KS KANSAS</div><div>66683 Topeka, Shawnee</div><div>County / Locality: TOPEKA / SHAWNEE</div><div>TOPEKA / SHAWNEE</div><div>AcceptCancel</div></div><table><tr><td>Country State</td><td>Enter the two letter abbreviation for the country/state or click the drop-down and choose an option.</td></tr><tr><td>Zip Code/City</td><td>Enter the city name or zip code, then hit the tab key. The information will auto populate. If the auto populated information is NOT accurate, click the <b>Zip Code/City</b> drop-down and choose an option.</td></tr><tr><td>Country/Locality</td><td>Will auto populate based on the data entered in the previous fields.</td></tr></table></div>	Date	Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Meals	AE%	Lodging	Taxes	Miles	<div><div><div>Original Date 07/01/2016</div><div>Original Location (click to edit) 66683 Topeka, KS, Shawnee</div><div>Method of Transportation: [Blank]</div><div><input checked="" type="checkbox"/> Duty Day</div></div><div><div>Arrival Date: 08/01/2016</div><div>Continue Location (click to edit) Click to enter arrival location</div><div>Reason for Stop: TD - Temporary Duty</div><div><input checked="" type="checkbox"/> Duty Day</div></div><div><div><input type="checkbox"/> Is Local</div><div>Method of Reimbursement: LDP - Lodging Plus</div><div>Lodging Type: CQ - Comm'l Qtrs Incidental Expense Full</div><div>Meals Type: CM - Commercial Meals</div></div><div><div>Daily Ldg Cost 0</div><div>Lodging Tax: 0</div><div>Miles: 0</div></div></div> <div>Accept LegCancel Changes</div>												Country State	Enter the two letter abbreviation for the country/state or click the drop-down and choose an option.	Zip Code/City	Enter the city name or zip code, then hit the tab key. The information will auto populate. If the auto populated information is NOT accurate, click the <b>Zip Code/City</b> drop-down and choose an option.	Country/Locality	Will auto populate based on the data entered in the previous fields.
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## Long Term TDY Middle Settlement, Continued

Procedures,  
continued

Step	Action																																				
15	<p>Click the <b>Reason for Stop</b> drop-down and select <b>TD Temporary Duty</b>.</p> <div><div>BEAR, COASTIE TONO: 1317222AAA000000</div><div>Itinerary</div><div>View: Traveler</div><table border="1"><thead><tr><th>Date</th><th>Location</th><th>Trans Reason</th><th>Duty Day</th><th>IDL</th><th>Local? Method</th><th>Lodging</th><th>Meals</th><th>AE%</th><th>Lodging</th><th>Taxes</th><th>Miles</th></tr></thead><tbody><tr><td>Original Date 07/01/2016</td><td>Original Location (click to edit) 66683 Topeka, KS, Shawnee</td><td>Method of Transportation: ▼</td><td><input checked="" type="checkbox"/> Duty Day</td><td></td><td><input type="checkbox"/> Is Local</td><td>Method of Reimbursement: FFLT - Flat Rate Full Long Term TDY</td><td>AE %: 75</td><td>Daily Ldg Cost 91.00</td><td>Lodging Tax: 0.00</td><td></td><td></td></tr><tr><td>Arrival Date: 08/01/2016</td><td>Continue Location (click to edit) 66683 Topeka, KS, Shawnee</td><td>Reason for Stop: TD - Temporary Duty</td><td><input checked="" type="checkbox"/> Duty Day</td><td></td><td></td><td>Lodging Type: CQ - Commercial Quarters</td><td>Meals Type: M&amp;IE: 51.00 CM - Commercial Meals</td><td></td><td></td><td></td><td>Miles: 0</td></tr></tbody></table><div>Accept Leg Cancel Changes</div></div> <p>Next, click the <b>Method of Reimbursement</b> drop-down and select the same option as the Beginning Settlement. In this example the member was authorized <b>FFLT-Flat Rate Full Long Term TDY</b> per diem and reimbursement will be 75% of the <b>Daily Lodging Cost</b> for the TDY site. Click the <b>Accept Leg</b> button.</p> <p>Depending on the option selected, the <b>Lodging Type</b> and <b>Meals Type</b> may need to be entered. In this example the FFLT option will default these fields.</p>	Date	Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Meals	AE%	Lodging	Taxes	Miles	Original Date 07/01/2016	Original Location (click to edit) 66683 Topeka, KS, Shawnee	Method of Transportation: ▼	<input checked="" type="checkbox"/> Duty Day		<input type="checkbox"/> Is Local	Method of Reimbursement: FFLT - Flat Rate Full Long Term TDY	AE %: 75	Daily Ldg Cost 91.00	Lodging Tax: 0.00			Arrival Date: 08/01/2016	Continue Location (click to edit) 66683 Topeka, KS, Shawnee	Reason for Stop: TD - Temporary Duty	<input checked="" type="checkbox"/> Duty Day			Lodging Type: CQ - Commercial Quarters	Meals Type: M&IE: 51.00 CM - Commercial Meals				Miles: 0
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## Long Term TDY Middle Settlement, Continued

### Procedures, continued

Step	Action																																															
16	<p>The first leg of the settlement is complete and will display at the top of the page. It is very important to enter the <b>Departure Date</b> and <b>Arrival Date</b> for the last day of this settlement. The <b>Departure Location</b> will default to the TDY site. The <b>Method of Transportation</b> will default from the previous claim.</p> <div style="border: 1px solid black; padding: 5px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> <div>BEAR, COASTIE TONO: 1317222AAA000000</div> <div>Itinerary</div> <div>View: Traveler</div> </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Date</th><th></th><th>Location</th><th>Trans Reason</th><th>Duty Day</th><th>IDL</th><th>Local? 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This will be the TDY site. When finished, click the <b>Accept</b> button.</p> <div style="border: 1px solid blue; padding: 5px;"> <p style="background-color: #e0f0ff; padding: 2px;">Arrive Location for this leg of travel</p> <div style="display: flex; justify-content: space-between;"> <div> <p>Country / State: <small>00CONUS CONUS</small></p> <div style="border: 1px solid red; padding: 2px;">KS KANSAS</div> <div style="border: 1px solid red; padding: 2px;">KS KANSAS</div> </div> <div> <p>Zip Code / City:</p> <div style="border: 1px solid red; padding: 2px;">66683 Topeka, Shawnee</div> <div style="border: 1px solid red; padding: 2px;">66683 Topeka, Shawnee</div> </div> </div> <p>County / Locality:</p> <div style="border: 1px solid red; padding: 2px;">TOPEKA / SHAWNEE</div> <div style="border: 1px solid red; padding: 2px;">TOPEKA / SHAWNEE</div> <div style="display: flex; justify-content: flex-end; margin-top: 10px;"> <span style="border: 1px solid red; padding: 2px 10px;">Accept</span> <span style="border: 1px solid blue; padding: 2px 10px;">Cancel</span> </div> </div> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th>Field</th><th>Description</th></tr> </thead> <tbody> <tr> <td>Country State</td><td>Enter the two letter abbreviation for the country/state or click the drop-down and choose an option.</td></tr> <tr> <td>Zip Code/City</td><td>Enter the city name or zip code, then hit the tab key. 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Field	Description																																															
Country State	Enter the two letter abbreviation for the country/state or click the drop-down and choose an option.																																															
Zip Code/City	Enter the city name or zip code, then hit the tab key. The information will auto populate. If the auto populated information is NOT accurate, click the <b>Zip Code/City</b> drop-down and choose an option.																																															
Country/Locality	Will auto populate based on the data entered in the previous fields.																																															

Continued on next page

## Long Term TDY Middle Settlement, Continued

Procedures,  
continued

Step	Action																																																																						
16 (cont)	<p>Click the <b>Reason for Stop</b> drop-down and chose the <b>MC-Mission Complete</b> option. Then click the <b>Accept Leg</b> button.</p> <div> <div>BEAR, COASTIE TONO: 1317222AAA000000</div> <div>Itinerary <span>View: Traveler</span></div> <table border="1"> <thead> <tr> <th>Date</th> <th></th> <th>Location</th> <th>Trans Reason</th> <th>Duty Day</th> <th>IDL</th> <th>Local? Method</th> <th>Lodging</th> <th>Meals</th> <th>AE%</th> <th>Lodging</th> <th>Taxes</th> <th>Miles</th> <th></th> </tr> </thead> <tbody> <tr> <td>7/1/2016</td> <td>DEP</td> <td>66683 Topeka, KS, Shawnee</td> <td>CS</td> <td><input checked="" type="checkbox"/></td> <td></td> <td><input type="checkbox"/> FFLT</td> <td>CQ</td> <td>CM</td> <td>75</td> <td>91.00</td> <td>0.00</td> <td>0</td> <td></td> </tr> <tr> <td>8/1/2016</td> <td>ARR</td> <td>66683 Topeka, KS, Shawnee</td> <td>TD</td> <td><input checked="" type="checkbox"/></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <div> <div> <div>Departure Date: 08/31/2016</div> <div>Departure Location (click to edit): 66683 Topeka, KS, Shawnee</div> <div>Method of Transportation: PA - Private Auto</div> </div> <div> <div>Arrival Date: 08/31/2016</div> <div>Arrival Location (click to edit): 66683 Topeka, KS, Shawnee</div> <div>Reason for Stop: MC - Mission Complete</div> </div> </div> <div> <div><input type="checkbox"/> Is Local</div> <div>Method of Reimbursement:</div> <div>Lodging Type:</div> <div>Meals Type: CM - Commercial Meals</div> <div>Daily Ldg Cost: 0</div> <div>Lodging Tax: 0</div> <div>Miles: 0</div> </div> <div> <div>Accept Leg</div> <div>Cancel Changes</div> </div> </div>	Date		Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Meals	AE%	Lodging	Taxes	Miles		7/1/2016	DEP	66683 Topeka, KS, Shawnee	CS	<input checked="" type="checkbox"/>		<input type="checkbox"/> FFLT	CQ	CM	75	91.00	0.00	0		8/1/2016	ARR	66683 Topeka, KS, Shawnee	TD	<input checked="" type="checkbox"/>																																					
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8/1/2016	ARR	66683 Topeka, KS, Shawnee	TD	<input checked="" type="checkbox"/>																																																																			
17	<p>The second leg for this settlement is complete and will be listed on the Itinerary page. Review the information for accuracy. Click the <b>Edit</b> link to make any changes. When finished click the <b>Accept Changes</b> button.</p> <div> <div>BEAR, COASTIE TONO: 1317222AAA000000</div> <div>Itinerary <span>View: Traveler</span></div> <table border="1"> <thead> <tr> <th>Date</th> <th></th> <th>Location</th> <th>Trans Reason</th> <th>Duty Day</th> <th>IDL</th> <th>Local? Method</th> <th>Lodging</th> <th>Meals</th> <th>AE%</th> <th>Lodging</th> <th>Taxes</th> <th>Miles</th> <th></th> </tr> </thead> <tbody> <tr> <td>7/1/2016</td> <td>DEP</td> <td>66683 Topeka, KS, Shawnee</td> <td>CS</td> <td><input checked="" type="checkbox"/></td> <td></td> <td><input type="checkbox"/> FFLT</td> <td>CQ</td> <td>CM</td> <td>75</td> <td>91.00</td> <td>0.00</td> <td>0</td> <td>Edit Insert Del</td> </tr> <tr> <td>8/1/2016</td> <td>ARR</td> <td>66683 Topeka, KS, Shawnee</td> <td>TD</td> <td><input checked="" type="checkbox"/></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>8/31/2016</td> <td>DEP</td> <td>66683 Topeka, KS, Shawnee</td> <td>CS</td> <td><input type="checkbox"/></td> <td></td> <td><input type="checkbox"/></td> <td>NLG</td> <td></td> <td>0</td> <td>0.00</td> <td>0.00</td> <td>0</td> <td>Edit Insert Del</td> </tr> <tr> <td>8/31/2016</td> <td>ARR</td> <td>66683 Topeka, KS, Shawnee</td> <td>MC</td> <td><input type="checkbox"/></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <div> <div>Add Leg</div> <div>Accept Changes</div> <div>Cancel Changes</div> <div>Help</div> </div> </div> <p>You may receive this warning concerning <b>LT Flat Rate Per Diem</b>. Click the <b>OK</b> button to continue.</p> <div> <div>System Notification</div> <div>WarningThe following date ranges may be covered under the rules governing Long Term Flat Rate Per Diem 7/1/2016 to 8/31/2016</div> <div>OK</div> </div>	Date		Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Meals	AE%	Lodging	Taxes	Miles		7/1/2016	DEP	66683 Topeka, KS, Shawnee	CS	<input checked="" type="checkbox"/>		<input type="checkbox"/> FFLT	CQ	CM	75	91.00	0.00	0	Edit Insert Del	8/1/2016	ARR	66683 Topeka, KS, Shawnee	TD	<input checked="" type="checkbox"/>										8/31/2016	DEP	66683 Topeka, KS, Shawnee	CS	<input type="checkbox"/>		<input type="checkbox"/>	NLG		0	0.00	0.00	0	Edit Insert Del	8/31/2016	ARR	66683 Topeka, KS, Shawnee	MC	<input type="checkbox"/>									
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8/31/2016	ARR	66683 Topeka, KS, Shawnee	MC	<input type="checkbox"/>																																																																			

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## Long Term TDY Middle Settlement, Continued

Procedures,  
continued

Step	Action																																																																	
18	<p>You will return to the Itinerary tab. Click the <b>Next</b> button.</p> <div><div>BEAR, COASTIE</div><div>Temporary Duty Trip</div><div>View: Traveler</div></div> <div><div>TONO: 1317222AAA000000</div><div>Proceed Date: 7/1/2016</div><div>Type of order: Doc Type 13</div><div>Number of Days: 92</div><div>End Date: 9/30/2016</div></div> <div><div>What's Authorized</div><div>Itinerary</div><div>Reimbursables</div></div> <div>Duration of travel: L.T. TDY Contd - Middle Status: Enlisted Pay From: 8/1/2016 Pay To: 8/31/2016</div> <table border="1"><thead><tr><th>Date</th><th></th><th>Location</th><th>Trans Reason</th><th>Duty Day</th><th>IDL</th><th>Local? Method</th><th>Lodging</th><th>Meals</th><th>AE%</th><th>Lodging</th><th>Taxes</th><th>Miles</th></tr></thead><tbody><tr><td>7/1/2016</td><td>ARR</td><td>66683 Topeka, KANSAS</td><td>CS</td><td><input checked="" type="checkbox"/></td><td></td><td><input type="checkbox"/> FFLT</td><td>CQ</td><td>CM</td><td>75</td><td>91.00</td><td>0.00</td><td>0</td></tr><tr><td>8/1/2016</td><td>STAT</td><td>66683 Topeka, KANSAS</td><td>TD</td><td><input checked="" type="checkbox"/></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>8/31/2016</td><td>RVRT</td><td>66683 Topeka, KANSAS</td><td>CS</td><td><input type="checkbox"/></td><td></td><td><input type="checkbox"/></td><td>NLG</td><td></td><td>0</td><td>0.00</td><td>0.00</td><td>0</td></tr><tr><td>8/31/2016</td><td>STAT</td><td>66683 Topeka, KANSAS</td><td>MC</td><td><input type="checkbox"/></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></tbody></table> <div>Add / Edit Trip Itinerary</div> <div><div>Back</div><div>Next</div><div>Exceptions</div><div>Occasionals</div><div>Accept Changes</div><div>Cancel</div><div>Help</div></div>	Date		Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Meals	AE%	Lodging	Taxes	Miles	7/1/2016	ARR	66683 Topeka, KANSAS	CS	<input checked="" type="checkbox"/>		<input type="checkbox"/> FFLT	CQ	CM	75	91.00	0.00	0	8/1/2016	STAT	66683 Topeka, KANSAS	TD	<input checked="" type="checkbox"/>									8/31/2016	RVRT	66683 Topeka, KANSAS	CS	<input type="checkbox"/>		<input type="checkbox"/>	NLG		0	0.00	0.00	0	8/31/2016	STAT	66683 Topeka, KANSAS	MC	<input type="checkbox"/>								
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8/31/2016	STAT	66683 Topeka, KANSAS	MC	<input type="checkbox"/>																																																														

Continued on next page

## Long Term TDY Middle Settlement, Continued

Procedures,  
continued

Step

20

Action

The Entitlements tab will display. Click the **Calcs** link to review what the daily breakdown for this settlement.

BEAR, COASTIE  
TONO: 1317222AAA000000

Settlement Request

View: Traveler

Type of order: Doc Type 13

Covered from: 7/1/2016

to: 9/30/2016

Type of Settlement Final

Type of Partial: Not a Partial

Remit To

Transactions

Entitlements

Computations

Financial

Remarks

Travel Not Performed:

	Entitlement Type	Dates Encompassed	Status			
Edit	Temporary Duty Trip	8/1/2016-8/31/2016	Validated Data	Delete	Calcs	Comp

Temporary Duty Trip

<= Add This Entitlement

Back

Next

Manage Images

Receipts

SAVE

Cancel

Help

21

The Daily Expenses page will display the daily calculations for the period 8/1/16 through 8/31/16. After review, click the **Done** button.

BEAR, COASTIE  
TONO: 1317222AAA000000

Daily Expenses

View: Traveler

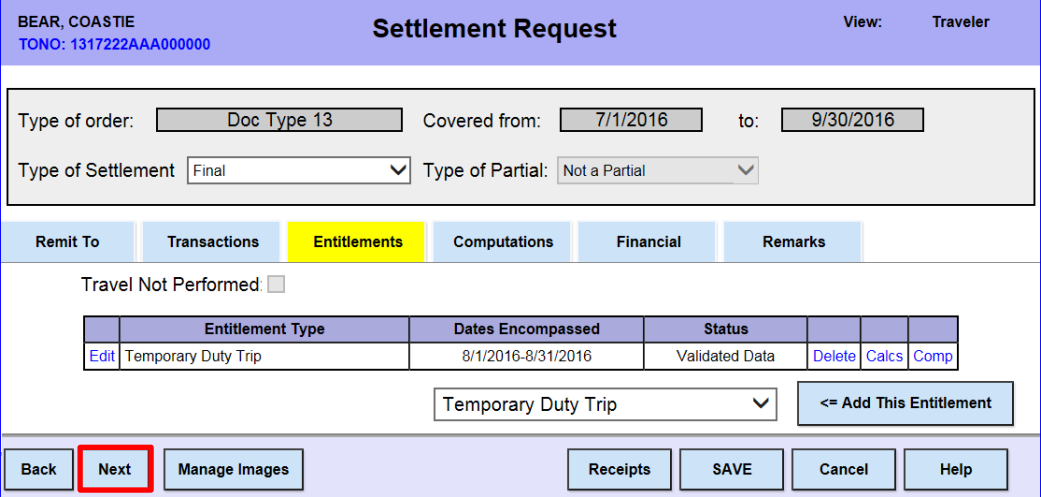
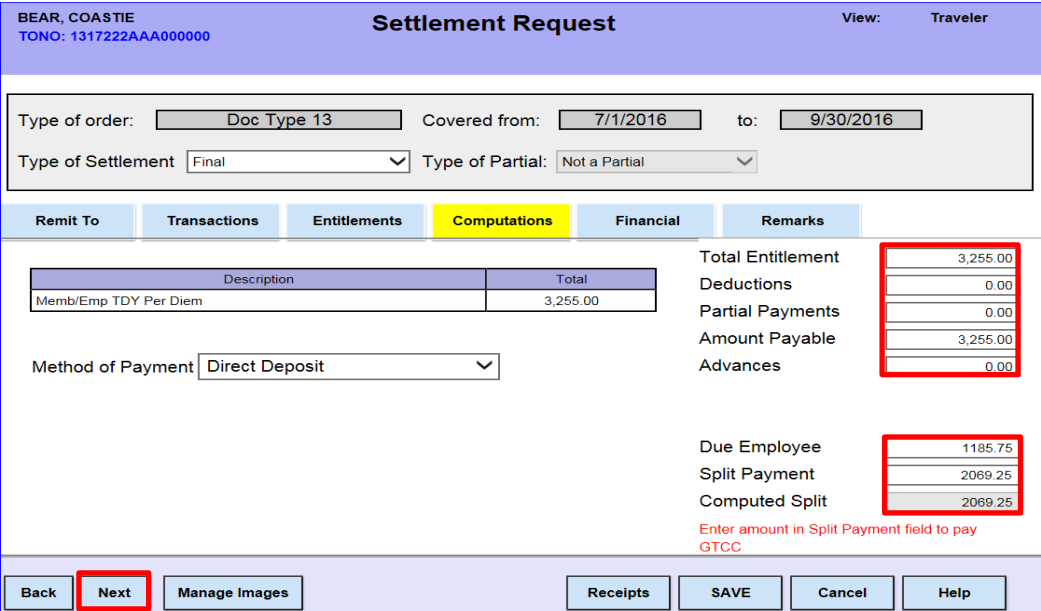
Done

Date	Day Type	Ldg Rate	M&IE Rate	Br	Ln	Dn	Lodg	Break	Lunch	Dinner	Incdtl	M&IE Amount	Total Amount	Lodging Tax	Taxable
08/01	FFLT75	105	Flat Rate	CM	CM	CM							105.00	0.00	
08/02	FFLT75	105	Flat Rate	CM	CM	CM							105.00	0.00	
08/03	FFLT75	105	Flat Rate	CM	CM	CM							105.00	0.00	
08/04	FFLT75	105	Flat Rate	CM	CM	CM							105.00	0.00	
08/05	FFLT75	105	Flat Rate	CM	CM	CM							105.00	0.00	
08/06	FFLT75	105	Flat Rate	CM	CM	CM							105.00	0.00	
08/07	FFLT75	105	Flat Rate	CM	CM	CM							105.00	0.00	
08/08	FFLT75	105	Flat Rate	CM	CM	CM							105.00	0.00	
08/09	FFLT75	105	Flat Rate	CM	CM	CM							105.00	0.00	
08/10	FFLT75	105	Flat Rate	CM	CM	CM							105.00	0.00	

Continued on next page

## Long Term TDY Middle Settlement, Continued

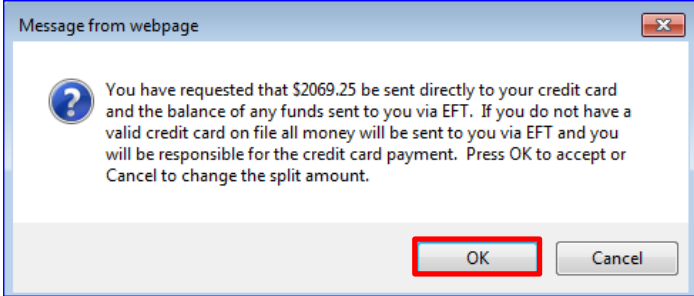
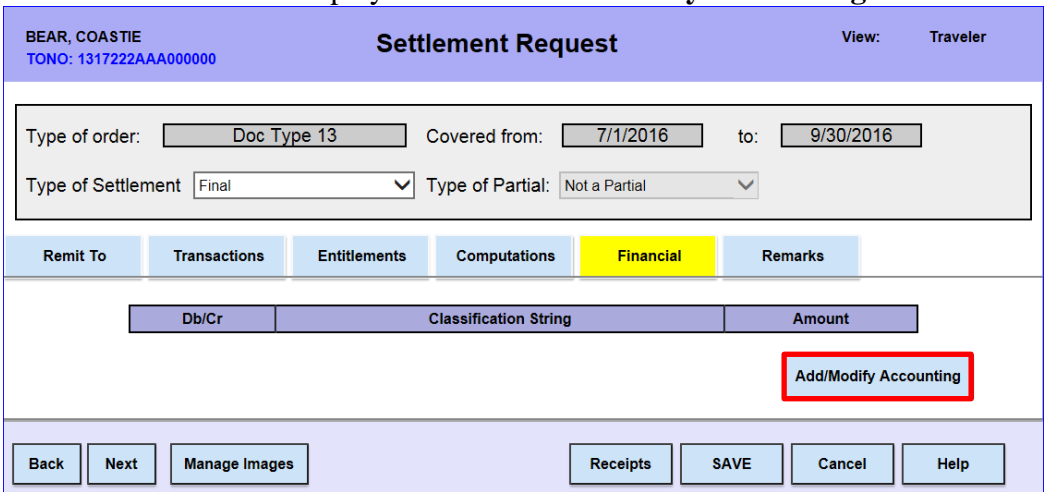
Procedures,  
continued

Step	Action
22	<p>You will return to the Entitlements tab. Click the <b>Next</b> button.</p> 
23	<p>The Computations tab will display. The top section will identify the <b>Total Entitlement</b> for this settlement. The lower section identifies the TPAX <b>Computed Split</b> amount. In the <b>Split Payment</b> box, enter the amount to forward directly to your Government Charge Card account. Click the <b>Next</b> button.</p> 

*Continued on next page*

## Long Term TDY Middle Settlement, Continued

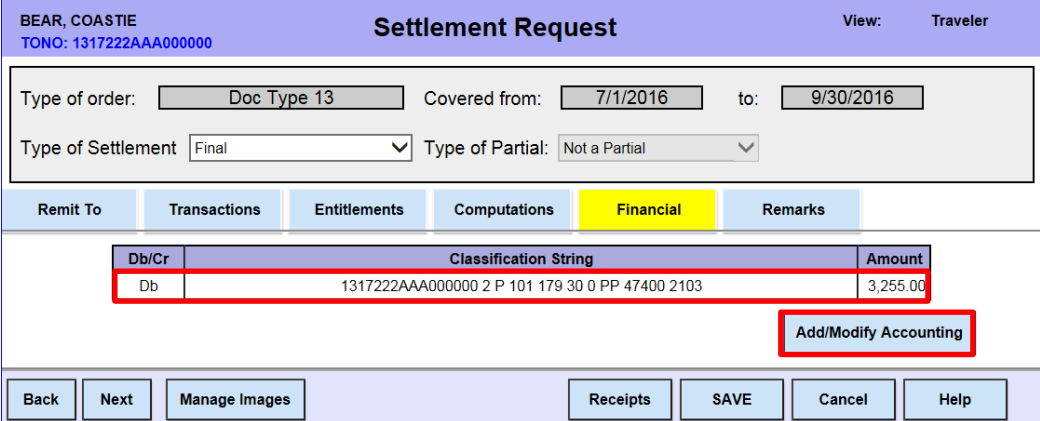
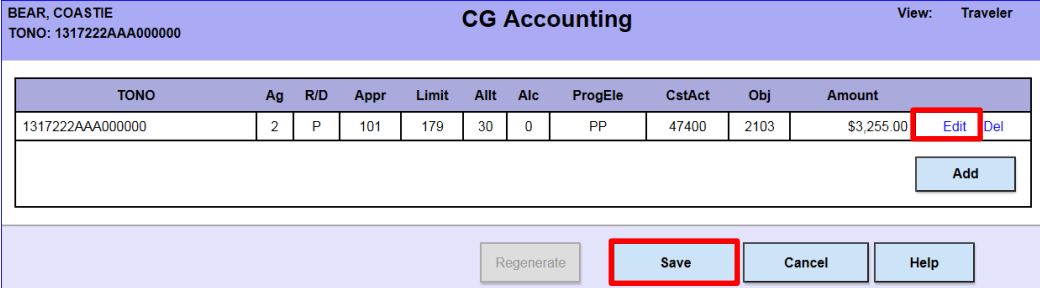
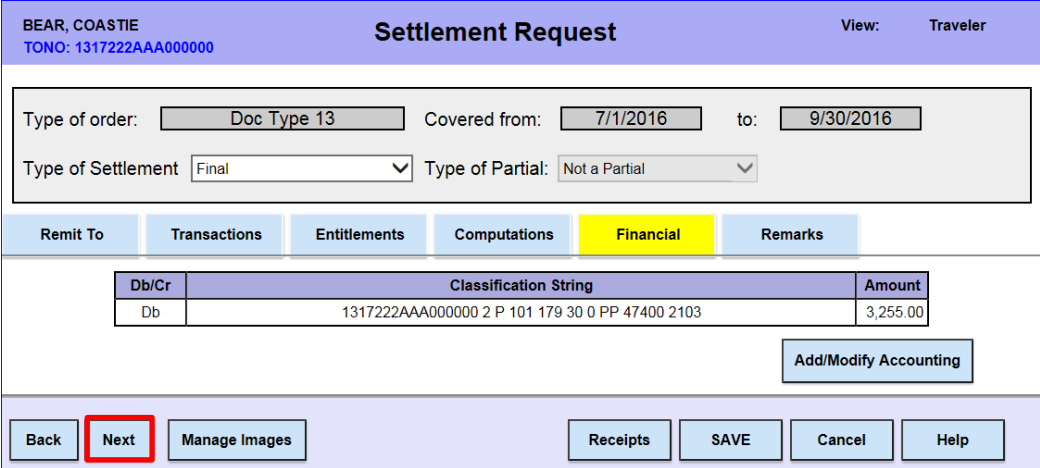
Procedures,  
continued

Step	Action
23 (cont)	<p>If you entered an amount in the Split Payment field, you will receive a confirmation message. Click the <b>OK</b> button to continue.</p> 
24	<p>The Financial tab will display. Click the <b>Add/Modify Accounting</b> button.</p> 

*Continued on next page*

## Long Term TDY Middle Settlement, Continued, Continued

Procedures,  
continued

Step	Action
25	<p>The CG Accounting page will display with the Line of Accounting from the previous settlement and identify the total amount for this settlement. Click the <b>Add/Modify Accounting</b> button.</p> 
26	<p>Verify the Line of Accounting is correct. Click the <b>Edit</b> link to make any changes. When finished, click the <b>Save</b> button.</p> 
27	<p>You will return to the Financial tab. Click the <b>Next</b> button.</p> 

*Continued on next page*



## Long Term TDY Middle Settlement, Continued

Procedures,  
continued

**Step**

**28**

**Action**

The Remarks tab will display. Enter any remarks for the settlement. Click the **Receipts** button.

BEAR, COASTIE TONO: 1317222AAA000000		<b>Settlement Request</b>		View: Traveler	
Type of order:	Doc Type 13	Covered from:	7/1/2016	to:	9/30/2016
Type of Settlement	Final	Type of Partial:	Not a Partial		
Remit To	Transactions	Entitlements	Computations	Financial	Remarks
Voucher Remarks: MIDDLE SETTLEMENT FOR LT-TDY TO PPC FOR PERIOD 8/1/16-8/31/16					
Back	Manage Images	Receipts	SAVE	Cancel	Help

**29**

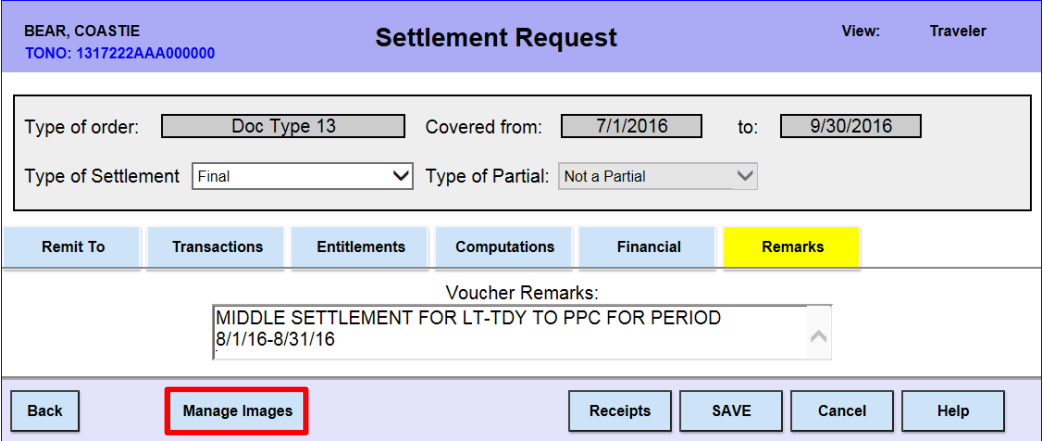
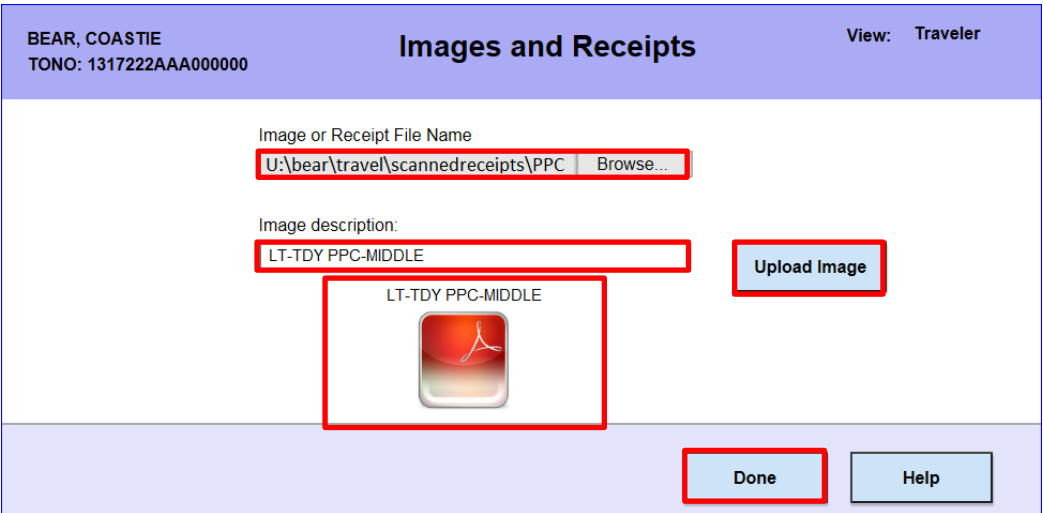
The Required Receipts page will display. Ensure the receipts for the listed items are included in the scanned file. Click the **OK** button.

BEAR, COASTIE TONO: 1317222AAA000000		<b>Required Receipts</b>		View: Traveler	
From Date	To Date	Description	Amount		
8/1/2016	8/31/2016	Lodging at 66683 Topeka, KS KANSAS	At least \$ 2,821.00		
OK			Help		

*Continued on next page*

## Long Term TDY Middle Settlement, Continued

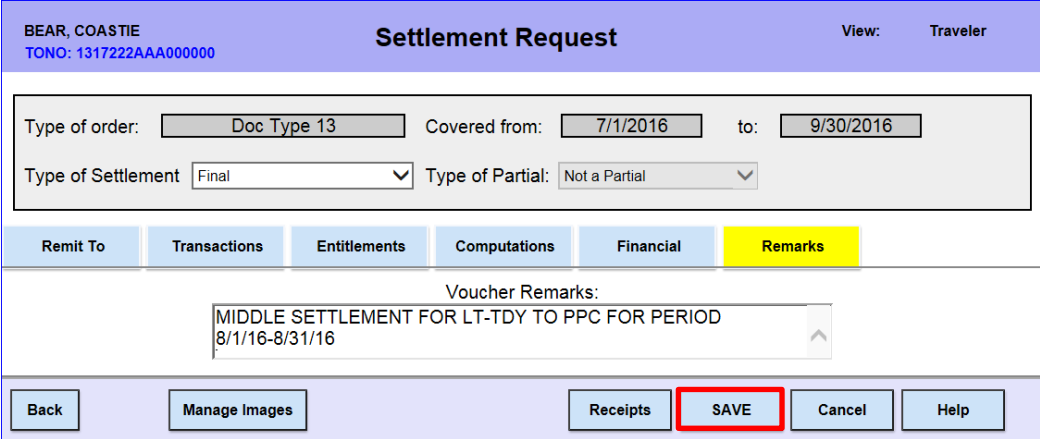
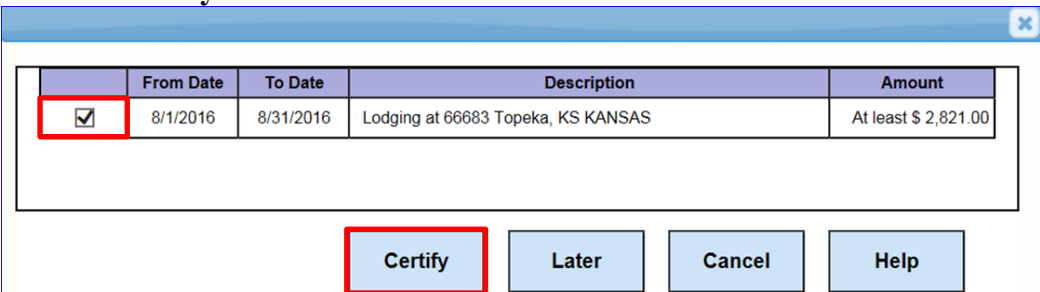
### Procedures, continued

Step	Action
30	<p>You will return to the <b>Remarks</b> tab. You need to attach the scanned file containing the original authorization and any required receipts. Click the <b>Manage Images</b> button.</p>  <p>The screenshot shows the 'Settlement Request' form with the 'Remarks' tab selected. The 'Manage Images' button is highlighted with a red box.</p>
31	<p>Click the <b>Browse</b> button to locate the scanned file containing the authorization and required receipts. Select the appropriate file to upload, then click the <b>OK</b> button. Type a name for the document in the <b>Image description</b> box, then click the <b>Upload Image</b> button.</p> <p>The scan file should appear and is now attached to the settlement. Click the <b>Done</b> button to continue.</p>  <p>The screenshot shows the 'Images and Receipts' form. The 'Image or Receipt File Name' field is highlighted with a red box. The 'Image description' field is highlighted with a red box. The 'Upload Image' button is highlighted with a red box. The 'Done' button is highlighted with a red box.</p>

*Continued on next page*

## Long Term TDY Middle Settlement, Continued, Continued

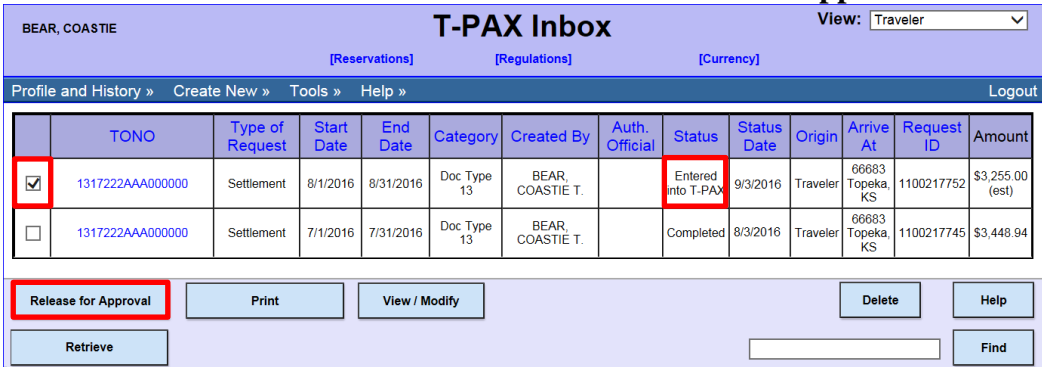
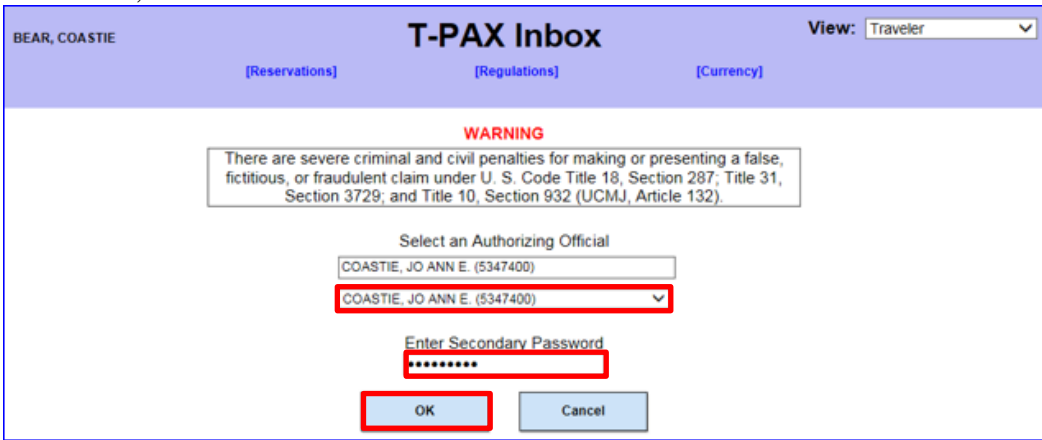
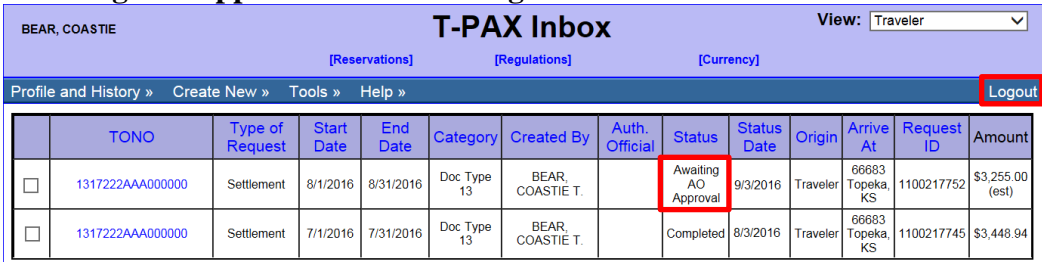
Procedures,  
continued

Step	Action
32	<p>The Remarks tab will appear. Click the <b>Save</b> button.</p> 
33	<p>After saving you may or may not receive the following certification screen. If the expense exceeds a set maximum amount, you will be prompted to certify the payments. If the reimbursable expenses do not exceed the maximum amounts, you will NOT be prompted to certify payment.</p> <p>This certification does not override the requirement to provide receipts. As a reminder all required receipts must be included in the scanned and attached to the settlement.</p> <p>Click in the checkbox for the reimbursable expense to certify payment, then click the <b>Certify</b> button.</p> 

*Continued on next page*

## Long Term TDY Middle Settlement, Continued, Continued

Procedures,  
continued

Step	Action
34	<p>The Settlement Request page will display. The Settlement is now complete and ready to be forwarded to the Authorizing Official for approval.</p> <p>Click the <b>checkbox</b> for the settlement. Click the <b>Release for Approval</b> button.</p>  <p>The screenshot shows the 'T-PAX Inbox' page for 'BEAR, COASTIE'. It features a table with columns: TONO, Type of Request, Start Date, End Date, Category, Created By, Auth. Official, Status, Status Date, Origin, Arrive At, Request ID, and Amount. The first row is selected with a checkbox. The 'Release for Approval' button is highlighted in red.</p>
35	<p>The TPAX Inbox page will display. Click the <b>Select an Authorizing Official</b> drop-down and select the unit Authorizing Official. Enter your <b>Secondary Password</b>, then click the <b>OK</b> button.</p>  <p>The screenshot shows the 'T-PAX Inbox' page with a warning message: 'There are severe criminal and civil penalties for making or presenting a false, fictitious, or fraudulent claim under U. S. Code Title 18, Section 287; Title 31, Section 3729; and Title 10, Section 932 (UCMJ, Article 132)'. Below the warning is a form to 'Select an Authorizing Official' and 'Enter Secondary Password'. The 'Select an Authorizing Official' dropdown and the 'Enter Secondary Password' field are highlighted in red.</p>
36	<p>The TPAX Inbox will display. The <b>Settlement Status</b> is now recorded as <b>Awaiting AO Approval</b>. Click the <b>Logout</b> link to exit TPAX.</p>  <p>The screenshot shows the 'T-PAX Inbox' page with the settlement status updated to 'Awaiting AO Approval'. The 'Logout' link is highlighted in red.</p>